



COMMONWEALTH OF VIRGINIA  
**COUNTY OF LOUDOUN**  
OFFICE OF THE CLERK OF CIRCUIT COURT

P.O. Box 550  
LEESBURG, VIRGINIA 20178  
703-777-0270

[www.loudoun.gov/clerk](http://www.loudoun.gov/clerk)

**Gary M. Clemens**  
Clerk



Kevin J. Blatchley  
Chief Deputy-Business Services

Laura E. Boudreaux  
Chief Deputy-Operations & Finance

Karen M. Myers  
Chief Deputy-Judicial Services

**INSTRUCTIONS FOR ORDERING COURT AUDIO CD'S FROM  
LOUDOUN COUNTY CIRCUIT COURT CLERK'S OFFICE**

1. Recordings are available for hearings/trials in cases heard on or after December 5, 2001.
  - a. Audio CD's are not considered to be the official record of the proceedings in the case, as they do not meet the requirements of VA Code §17.1-128
  - b. Requests for criminal cases must be made by the attorney of record or the defendant
2. Each CD contains a single hearing that lasts no more than two consecutive court days.
  - a. Trials or hearings exceeding two (2) consecutive days require multiple requests and fees.
  - b. Any hearings/trials that are continued or that do not run consecutively must have additional request forms completed and additional fees submitted to the court.
3. Audio recordings are available in four formats depending on the date recorded
  - a. FTR Gold – These will play on your computer only if you have installed the FTR Player software, which is included on each CD. Unfortunately this software is not available for Mac PCs
  - b. MP3 – These will play on most computers using Windows Media Player, Nero, etc.
  - c. DCR – New format from BIS Digital Inc. User will need to install DCR to play file.
  - d. M4A – Windows media file. Compatible with Windows Operating Systems only.
4. CD's will be ready for pick-up or mailed within five (5) business days, unless notified otherwise.
5. An expedited Process is available upon request for an additional fee of \$50.00 per CD.
  - a. Expedited requests will be available for pickup by noon the following business day unless otherwise notified.
6. Payment is due at the time of your request and should be in the form of check, money order, cash or credit card. Cash and credit card payments will be accepted only at the Clerk's Office during regular office hours.

# CD RECORDINGS OF LOUDOUN COUNTY CIRCUIT COURT

Request From: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number \_\_\_\_\_  
Person to contact when CD is ready for pick or delivery

Delivery Method: Pick-Up      Mail-Delivery

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

## Date(s) and Time(s) of hearing/trial

	<u>Date</u>	<u>Start Time</u>	<u>End Time</u>
First Day:	_____	_____	_____
Second Day:	_____	_____	_____

NOTE: Each CD is comprised of a single hearing of no more than two (2) consecutive days. If your hearing or trial exceeds two (2) days an additional request form and fee is required. (Audio recordings are available from December 5, 2001 to present for civil cases.)

## Case Information

Judge: \_\_\_\_\_ Courtroom: \_\_\_\_\_ Case #: \_\_\_\_\_

Style of Case: \_\_\_\_\_ v. \_\_\_\_\_

## Requested CD Format

I am requesting my recording in the following format:      FTR Gold or DCR (\$35.00)      MP3 or M4A (\$55.00)

I am requesting an EXPEDITED copy at an additional cost of \$50.00:      Yes      No

Costs: \_\_\_\_\_ + \_\_\_\_\_ = \_\_\_\_\_  
(Recording Format)      (Expedited Fee)      (Total)

## Clerk Use Only

	<u>Date</u>	<u>Signature</u>
Information verified and request received	_____	_____ Clerk
Request given to IT Department:	_____	_____ Clerk
CD available at counter	_____	_____ IT
Customer Pick-Up/Mail Delivery	_____	_____ Customer/IT